

REQUEST FOR PROPOSAL

RISK ASSESSMENT SURVEY FOR SELECTED WATER ORIENTED VILLAGES

STATEMENT OF INTENT

The Talbot County Historic Preservation Commission in Easton, Maryland, seeks the contract services of a qualified Planner and/or Engineer, experienced in working with historic properties and hazard mitigation. The successful applicant will provide a risk assessment of historic properties to flooding and make recommendation on how to mitigate for possible damage to historic resources. The primary assessment areas are Talbot County's rural waterfront village of Tilghman, Neavitt, Newcomb and Royal Oak. The consultant will use the Maryland Historic Trust (MHT) Architectural Survey Form for Hazard Mitigation Planning, as completed under a prior contract to develop mitigation actions that balance preservation and flood protection.

BACKGROUND

The Talbot County Planning Commission consists of seven members, who are appointed by the County Council and are expected to have a special interest, knowledge or training in such fields as history, architecture, preservation, or urban design. The primary function of the Historic Preservation Commission is to identify and document historically and architecturally important structures outside of Talbot County's four incorporated municipalities.

Also, the Commission may, with the approval of a property owner, designate a conservation easement on properties located within or adjacent to any county historic district, architectural or land. Pursuant to the provisions in the Talbot County Code, the Commission makes recommendations to the Planning Commission and County Council, on the establishment of a county Historic Preservation District. Presently, twenty (20) such Districts have been established throughout Talbot County. The Commission also reviews proposed alteration or additions to structures and properties in established Historic Districts.

More than 1,200 dwellings, structures, bridges and vessels have been surveyed in Talbot County since 1967. While structures were surveyed throughout the County, most of the work to date has been concentrated within the incorporated municipalities (Easton, St. Michaels, Oxford, and Trappe). The water-oriented villages in the western half of the county and the larger waterfront estates the area is known for have not been as extensively surveyed or monitored.

The following paragraphs describe the four villages in greater detail:

The Village of Tilghman contains some 552 residential dwellings and 45 commercial structures of varying sizes. Approximately 201 of those, structures are believed to have been built prior to 1950. Fifty-eight structures assumed to be built in Tilghman prior to 1950 are within the 100-year floodplain. Another 67 are within the 500-year floodplain. The entire village of Tilghman would be affected by Level 3 or 4 storm surge. A total of 35 structures have recently been documented through the Maryland Inventory of Historic Properties (MIHP).

The Village of Neavitt contains approximately 162 dwellings, almost half of which are reported to have been constructed prior to 1950. Some 15 structures built in this timeframe are within the 100-year

floodplain, and another 32 are within the 500-year floodplain. Buildings within the floodplain were documented in 2016.

The Villages of Newcomb and Royal Oak are located immediately adjacent yet are noticeably different in character. Combined, the two villages contain approximately 231 dwellings and 11 commercial or public buildings. Of all structures, 85 appear to have been constructed prior to 1950. Within this group 10 are within the 100-year floodplain, while 16 are within the 500-year floodplain. Of all historic structures within the designated floodplains, most were surveyed in 2016.

STATEMENT OF SUPPORT

This project is supported by the Maryland Historic Trust (MHT) using federal funding provided by a Hurricane Sandy Disaster Relief Grant from the National Park Service (NPS). Compliance with all applicable Federal, State, and local laws, rules, and regulations is required. The amount of funding for this project is \$20,000 (twenty thousand) dollars.

MINIMUM CONSULTANT QUALIFICATIONS

Consultant must meet the applicable minimum requirements of the Secretary of the Interior's Professional Qualification Standards (Federal Register 36CFR Part 61). In addition, consultant shall provide three detailed examples of similar work performed.

SCOPE OF WORK

The consultant will conduct a risk assessment of historic properties, chiefly in the villages of Tilghman, Neavitt, Newcomb and Royal Oak. Surveys should indicate structures that are vulnerable to the threat of flood hazards, sea level rise, and storm surge. Talbot County expects to receive 25 to 30 assessment reports, using the already prepared MHT Architectural Survey Forms for Hazard Mitigation Planning. If the number of participating property owners in these four villages is not enough, the consultant can move to other villages or identified structure in the vicinity.

The assessment will be in report form and will provide a description of the flood hazards including an overall summary of each hazard and its impact on vulnerable historic properties. The consultant should estimate the potential dollar losses (cumulative) to the vulnerable structures; provide a list of mitigation goals to reduce or avoid long-term vulnerability to the identified hazards; and contain maps showing the location of historic properties in relation to the identified hazards.

The objective of this work is to enhance the capability of vulnerable historic properties and cultural resources to withstand the impact of hazards while maintaining their cultural integrity. Recommendations should include practical improvements such as strengthening roofing joists and connections as well as window glass, frames, and shutters. Other recommendations may include placing HVAC ductwork at ceiling level and returns above the BFE (BFE), and/or placing electrical, telephone, and computer outlets above the BFE, with no splices or connections below the BFE. A more costly alternative may be suggesting that a building may be raised so that its lowest floor is above the Base Flood Elevation or the 100-year flood zone.

SCHEDULE FOR PROJECT AND ASSIGNED TASKS

Release of RFP	February 10, 2017
RFP Due Date:	March 3, 2017 at 3PM
Interviews (if necessary)	March 13, 2017 (week of)
Submit Consultant selection to MHT for approval	March 17, 2017
Notice to Proceed to Selected Consultant	March 30, 2017
Delivery of Draft Risk Assessment Report	July 7 2017
Presentation of Draft Risk Assessment Report to TCHPC	July 10, 2017
Delivery of final report	August 14, 2017
Presentation to County Council	September 2017

Sealed bids MUST be delivered by Friday, March 3, at 3 PM to:

**Office of the Talbot County Manager
Courthouse, South Wing
11 North Washington Street
Easton, MD 21601**

Envelopes MUST be marked in the lower left corner:

“Bid No 17-02 Risk Assessment Survey for Water-Oriented Villages”.

**Proposals not received by the time and at the place indicated will not be considered.*

The following should be included in the proposal:

1. An original and eight (8) copies of the proposal
2. Contact names, phone numbers, and email addresses for the project manager(s) and all subcontractors.
3. Resumes of all key personnel working on the project.
4. A concise narrative and description explaining how and why the potential consultant(s) has the necessary experiences and technical knowledge to complete the assigned tasks as laid out in the Scope of Work section.
5. Estimated costs for services to complete the Risk Assessment Documentation report.
6. At least three current references (more recent than five years for each consultant(s) that will demonstrate that said individuals have the necessary skills and experience to document historic structures for hazard mitigation.
7. A master schedule that includes milestones, reviews, and delivery dates as set forth in the Schedule of Assigned Tasks.

NOTES: a.) Failure to include all required information will render the proposal nonresponsive. b.) Please return a “No Reply” form (Attachment B) to above-mentioned address if you are unable to provide a proposal.

EVALUATION AND AWARD CRITERIA

The selected vendor will have significant knowledge and expertise in the documentation of historic structures. To be considered, all potential vendors must meet the Professional Qualifications Standards as set forth in the Secretary of the Interior's Standards for the Treatment of Historic Properties (Federal Register 36CFR Part 61). The evaluation of submitted bids will be based upon a combination of the qualifications of the applicant, projected costs, and the estimated ability of each applicant to efficiently complete the assigned tasks in a timely manner.

INQUIRIES CONCERNING THIS PROPOSAL

Please direct any questions or comments by email to:

Talbot County Department of Planning and Zoning

Martin Sokolich, Long Range Planner

215 Bay Street, Suite 2

Easton, MD 21601

410-770-8030

Email: msokolich@talbotcountymd.gov

Talbot County reserves the right to accept or reject, in whole or in part, any and all proposals received in response to the RFP, to waive or permit cure of minor irregularities; and to conduct discussions with any or all qualified third-party consultants in any manner necessary to serve the best interests of the County. This RFP creates no obligations on the part of the County to award a contract.

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation.

The selected consultant and any sub consultants must be Equal Opportunity Employers.

Risk Assessment Survey for Water Oriented Villages RFP

Talbot County Department of Planning and Zoning

215 Bay Street, Suite 2

Easton, MD 21601

410-770-8030

Email: msokolich@talbotcountymd.gov

REQUEST FOR PROPOSAL SUMMARY

Project: 17-02

Risk Assessment of Historic Resources in the villages of Tilghman, Neavitt, Newcomb and Royal Oak

Quote: Per-Building Cost for Hazard Mitigation Form \$_____

To be considered, please submit bid by: 4:00 pm on February 27, 2017, to

Office of the Talbot County Manager

Courthouse, South Wing

11 North Washington Street

Easton, Maryland 21601

Envelopes MUST be marked:

Bid for Risk Assessment of Historic Resources in Tilghman, Neavitt, Newcomb, and Royal Oak

(Proposals not received by the time and at the place indicated will not be considered.)

Company Name_____

Contact Name_____Telephone_____

Signature_____Date_____

Your signature will guarantee the proposed production quote will be effective for 120 days